

Approved

CMPC Facilities & Amenities Subcommittee Meeting Minutes

Tuesday, November 6, 2007

Millennium Room 11

8:00 a.m.

Attendees: Jim Kottas, John Cunningham, Val Wormell, Kate Hollister

Call to Order: 8:10 a.m.

I. Consent Agenda

There were no additional items to add to the agenda.

II. Approval of Minutes

Cunningham made a motion to accept the 10/31/07 meeting minutes as presented. Hollister seconded and the motion carried unanimously.

III. Review outstanding action items

Outstanding/New Action items:

- sign up subcommittee on various Town Board's agendas – Planning Board, Board of Selectmen done(VW)
- continue filling out a comprehensive list of amenities and services, inclusive of service levels – no further responses (JK)
- solicit amenities list from Assistant Town Manager – done (JK)
- add the public/private relationship to issues list – done (JK)
- update list of questions from 8/14 meeting suggestions – need to be determined (JK)
- list potential adversarial groups – in progress (JC)
- document list of questions/comments for consultant – (JK)
- status of various reports; dept level surveys, long range fiscal policy – no additional department reports (VW)
- distribute fire study report when available (VW)

IV. Discussion Topics

Wormell reported most departments were unresponsive to the department survey. Department heads said they were continuously barraged with survey requests and found that most surveys did not allow explanation. The subcommittee decided to interview department heads either face to face or over the phone. Cunningham to take the lead in interviewing with Wormell in support. A schedule would be developed and followed.

Wormell prepared a spreadsheet, comparing questions from the technical paper with various Boards, committees and departments which may have an interest. Upon review, the subcommittee suggested changes and additions. Wormell and Cunningham to use the spreadsheet to schedule interviews.

Review of the technical paper continued, checking for inaccuracies, updated or incorrect information. Work progressed through page 14.

Hollister reminded the committee to answer the Governance questions and send to Kottas electronically.

V. Next Meeting

Thursday, November 8, 2007, 8 AM, Millennium Room 11.

VI. Adjournment

Hollister moved to adjourn the meeting at 9:30 a.m.